



WE'RE HIRING

National Director of Civic and Community Engagement

Reports to: Chief Operating Officer

Status: Full-time, Exempt, Hybrid remote/in person with in-person work and travel to Hartford, CT headquarters and partner sites around the country as needed related to job duties.

Compensation: \$125,000 - \$135,000 annually plus benefits package

Everyday Democracy seeks a creative, visionary, and strategic thinker to lead our civic engagement and community transformation strategies. The National Director of Civic and Community Engagement will act as a thought partner and assume organizational leadership in programming, provide oversight and supervision of programs including our signature initiatives Dialogue to Change, CT Collaborative, and Civic Ambassadors, and play an essential role cultivating partnerships and promoting Everyday Democracy nationally.

This position requires cross-functional and organization-wide collaboration with Everyday Democracy's teams. The National Director of Civic and Community Engagement will collaborate closely with Everyday Democracy's Evaluation, Development, Communications, and Operations teams in carrying out the following duties and responsibilities.

About Us

Everyday Democracy is a national, dialogue and pro-democracy organization supporting people and institutions in building racially just, inclusive communities for an equitable democracy. We are expanding a model of community engagement where everyone has not just a seat, but a voice, access, and power at the table. We believe democracy is both a principle and a practice. Join us as we work with communities to build civic infrastructure for equitable community-led solutions where everyone can thrive.

What you'll do at Everyday Democracy

Program Management and Oversight

- Lead Everyday Democracy program activities including curriculum and tool development, program design, development, and implementation strategies to cultivate skills, knowledge, and civic awareness to create a multiracial democracy.
- Identify and nurture strategic relationship/partnerships with individuals, institutions, and systems to enhance and expand Everyday Democracy's work nationally.
- Maintain active and broad external engagement to ensure awareness of community needs and national trends in advancing multiracial democracy, racial justice and related civic and community engagement.
- Create, lead, and support communities of practice, strategic alliances, and networks to support place-based engagement for community led solutions.
- Maintain program quality standards through ongoing assessment and continuous improvement to meet community needs and organizational goals.
- Develop and monitor annual workplan and implementation to ensure operational fidelity to achieve annual goals.

- Monitor adherence to grant requirements including ensuring deliverables and outcomes are met; and ensuring completion of grant/funder reports for internal and external audiences.
- Create and track annual program budgets.
- Collaborate and supervise key programs consultants.
- Work in close partnership with the Advancement team on fundraising-related tasks, including nurturing relationships with foundations, corporations and/or individual donors and efforts to connect donors to Everyday Democracy programs.
- Hire, supervise, coach, and develop staff working on civic engagement and community transformation initiatives.
- Cultivate high-performing teams to implement Everyday Democracy community-centered strategies with a racial justice lens.

Leadership

- Partner with leadership team to build strong organizational culture of collaboration and accountability.
- Represent Everyday Democracy at relevant meetings, conferences, networks, and events.
- Serve as a national spokesperson on Everyday Democracy's work as deemed appropriate.

Core Competencies

- Demonstrated commitment to Everyday Democracy's mission and programming.
- Demonstrated commitment to learning and enhancing practices related to racial equity and justice internal and external to Everyday Democracy.
- Strong relationship building skills, including an ability to work and build trust across cultural differences related to race, class, ability, age, and other personal identities.
- Maintain compliance with all Everyday Democracy policies and standards of practice.
- Deep sense of curiosity and demonstrated interest in learning, distilling lessons, and turning them into action.
- Demonstrated ability to balance long-term strategic vision with daily operational issues, setting priorities, and managing projects.
- Demonstrated commitment to community-centered programs and elevating community voices.

Requirements

- Bachelor's degree required.
- 7 years of work experience leading teams and managing complex and dynamic projects simultaneously while holding organizational change.
- Deep expertise in organizing and community engagement strategies, particularly with historically excluded communities.
- Deep experience identifying, developing, and maintaining strategic relationships and partnerships on a national level.
- Strong curriculum and instructional design skills responsive to community input and

- intentionally brings an equity and access lens.
- Knowledge of dialogical approaches
- Exceptional training and facilitation skills.
- Excellent interpersonal, verbal and writing skills.
- Experience with progressive management and leadership skills
- Comfortable working remotely and using online platforms as required.
- Bilingual preferred

Working Conditions

- Prolonged sitting, repetitive tasks including use of a computer.
- Visual activity sufficient to perform frequent work on a computer screen and review printed materials.
- Ability to hear and communicate orally with others.
- If not working daily at an EvDem office site, a functional remote workspace (limited computer equipment provided by EvDem) is required during norming business hours sufficient to perform.
- Mobility to travel to other locations and routine use of office equipment requiring reaching, grasping, pushing, and pulling.
- Travel and work in person as needed in accordance with the hybrid remote/in-person policy.

To Apply

Please send a cover letter and resume to jobs@everyday-democracy.org

Everyday Democracy is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. Everyday Democracy will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@everyday-democracy.org or via phone at 860-928-2616. Disclaimer: The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Applicants are encouraged to confirm the information listed above with Everyday Democracy prior to releasing any extensive personal information to the organization. Please direct questions to jobs@everyday-democracy.org.